

**Preproposal Meeting Agenda  
Froemming Park Water and Sewer Upgrade– V047-20136  
May 13, 2020**

Attendees:

Tim Detzer	Milwaukee County	timothy.detzer@milwaukeecountywi.gov
Michael Marlin	Milwaukee County	Michael.Marlin@milwaukeecountywi.gov
Kevin Crampton	Milwaukee County	Kevin.Crampton@milwaukeecountywi.gov
Joe Marchese	Baxter & Woodman	jmarchese@baxterwoodman.com
James Leedom	The Sigma Group	jleedom@thesigmagroup.com
Bob Peschel	The Sigma Group	rpeschel@thesigmagroup.com
Rick Norris	Bloom Companies	rnorris@bloomcos.com
William Hein	Applied Technologies	wahein@ati-ae.com

Agenda:

1. Introductions and project contacts:

Project Manager:	Tim Detzer, DAS, 278-2988
DBE:	Kevin Crampton, CDBP, 278-7939 414-391-8731 (cell, preferred)

The Project manager will summarize questions/answers raised during the meeting. Written responses supercede comments made during the meeting.

2. Project Background:

Froemming Park facility has been operating with a holding tank and a well for potable water, and would like to install sanitary facilities and municipal water as usage at the park has increased.

3. Scope of Work  
Review RFP

4. Proposal Requirements (refer to RFP for more detailed requirements):

Due date: May 20, 2020, 3pm Tim Detzer at 633 W. Wisconsin 10th Floor. Two sealed copies and one electronic copy.

The proposal requirements are listed in the RFP in sections "Proposal Content" and "Proposal Submission Requirements". All of the requested forms shall be completed and included with the proposal.

There is a minimum 25% TBE requirement. Your proposal should include a DBE Utilization Plan (14PS) that is signed by reps from subs. Contact Kevin Crampton if you have questions about qualified firms.

With the proposal form, include the breakdown of labor hours for each task (supplemental form spreadsheets).

Type C agreement will be posted on Milwaukee County RFP website.

COVID-19 Plan is required.

## 5. Selection Process

Proposals will be evaluated based on the Quality and Responsiveness to the RFP (20%), project approach and understanding (30%), Qualifications and Experience (35%), and Total Fee and Hourly Rates (15%).

## 6. Information Available:

Included with RFP pages 31-33

## 7. Questions

Q: Can a prime consultant that is a TBE firm self-perform to meet the 25% TBE goal?

A: Yes, a TBE firm can self-perform as a prime and would not need to hire another TBE/DBE sub to meet the goal.

Q: The design for a sanitary lift station can potentially be more costly than designing for a gravity sewer. How should this be approached in the proposal?

A: For the purposes of the RFP the consultant should assume the more time-intensive design is chosen to insure adequate budget for the design of either approach. The contract will be a not-to-exceed fee contract so if the less time-intensive design is chosen, there might be additional funds available in the contract.

Q: How far should the designs of the two sanitary options be developed?

A: The consultant will need to develop both options far enough so that construction estimates can be reliable enough to weigh construction costs and the feasibility of each sanitary option.

Q: What type of permit does the County anticipate for the sanitary sewer (i.e. public vs private)?

A: The sanitary sewer will be a private sewer for permit purposes.

Q: What information will the County be collecting for the survey? Does the County already have a survey?

A: The County does not yet have a completed survey and will complete the survey in coordination with input from the selected consultant.

Q: For the gravity sewer option, the potential route looks to go through some wet areas. Will the consultant be responsible for wetland issues?

A: Any wetland issues should be brought up during the analysis and will be part of the decision making process as to which sanitary option to pursue. If wetland permitting is necessary the consultant will be responsible for applying for the permits. The consultant should review the scope of work and the site, if necessary, to determine what permits may be needed.

Q: Is the County planning other development at the park that would impact the project design?

A: At this time there is no other development planned at the project site.

Q: Is there sufficient electrical service at the site to handle lift station power requirements?

A: For the purposes of this RFP assume there is, but this will need to be confirmed during the design process.

Q: Will the County provide sanitary flow rates?

A: No. Milwaukee County might be able to provide pumping data for the holding tank. This information can be collected during the design phase. Milwaukee County can also provide the number and types of existing fixtures.

Q: How flexible is the schedule in the RFP?

A: The design milestones listed in the RFP are flexible and are for guidance only. The proposal due date is not flexible, however.